

(e) Make appropriate efforts to encourage educational agencies and post-secondary institutions to award academic credit for the competencies participants gain from their participation in the summer program;

(f) Ensure that appropriate efforts are made to closely monitor the performance of the summer program and measure program results against established goals;

(g) Ensure that enrollee applications are widely available and that jobs are awarded among individuals most severely disadvantaged in an equitable fashion. Enrollment applications shall require the signature of the applicant or (in the case of minors) the parent or guardian attesting to the accuracy of the information, including income data, provided on the application; and

(h) Provide participants with an orientation to the program which shall include, but not be limited to: purposes of the program and the conditions and standards (including such items as hours of work, pay provisions and complaint procedures) for such activities in the program.

**§ 632.254 Program startup.**

During the planning and design phase of the program and prior to the close of the school year, only those activities outlined in § 632.255(b) are permissible. These activities shall be charged as administrative costs. Individuals may not begin participation in the program before the close of school.

**§ 632.255 Program planning.**

(a)(1) In developing the summer program, the Native American grantee shall coordinate the summer plan with its title IV program.

(2) Native American grantees shall use the planning process described in § 632.17.

(b) The following planning and design activities shall be allowable beginning October 1 of each year;

(1) Hiring of staff (planners, worksite developers, intake specialists, etc.), provided, prior to the close of school all staff salaries and benefits shall be charged as administrative expenses, except that 45 days prior to the beginning of the summer program and 45 days after the summer program, all staff

costs and other program development costs may be charged pursuant to § 632.38;

(2) Development of the summer plan;

(3) Worksite development;

(4) Recruitment, intake and selection of participants;

(5) Arrangements for supportive services;

(6) Dissemination of program information;

(7) Development of coordination between schools and other services;

(8) Staff training; and

(9) Other activities that may be characterized as planning and design but not program operation.

(c) Expenses incurred in such planning and design activities may, pursuant to § 632.38, be paid from administrative funds received under other titles of the Act.

**§ 632.256 Submission of applications.**

To the extent possible, Native American grantees will be notified of their summer youth allocation at the same time section 401 allocations are announced. The summer plan will be a separate part of the CAP and follow the same format as the CAP.

**§ 632.257 Eligibility for participation.**

(a) An individual shall be eligible for participation if, at time of application, he or she is an Indian or Native American youth who is:

(1) At the time of application, economically disadvantaged;

(2) At the time of enrollment, age 14 through 21 inclusive; and

(3) For income eligibility purposes, the NAG may use either six months annualized or 12 months actual income.

(b) The nepotism provisions of this part shall not apply to this program,

**§ 632.258 Allowable activities.**

Allowable activities are those listed in § 632.78–80 except that community service employment is not permitted.

**§ 632.259 Vocational exploration program.**

A Native American grantee may conduct a vocational exploration program for the purpose of exposing youth to the operation and types of jobs and instruction including, where appropriate,

## **§ 632.260**

limited and short term practical experience.

### **§ 632.260 Worksite standards.**

(a)(1) Each Native American grantee shall develop a written agreement with worksite employers which complies with sections 142 and 143 of the Act and which assures:

(i) Adequate supervision of each participant;

(ii) Adequate accountability for participant time and attendance; and

(iii) Adherence to the rules and regulations governing the summer program.

(2) Such written agreements may be memoranda of understanding, simple work statements or other documents which indicate an estimate of the number of participants at the worksite and any operational conditions governing the program at the worksite.

(b) Each Native American grantee shall establish procedures for the monitoring and evaluation of each worksite to insure compliance with the worksite agreements and the terms and conditions of subgrants and contracts.

(c) No participant shall be required to work, or be compensated for work with JTPA funds, for more than 40 hours of work per week.

### **§ 632.261 Reporting requirements.**

(a) Each Native American grantee shall submit an end of summer report which will include both financial and characteristics information. The report format will be issued to grantees under separate instructions.

(b) The report in this section is to be submitted to Chief, DINAP by registered mail no later than 45 days after the end of the summer program.

### **§ 632.262 Termination date for the summer program.**

Participants may not be enrolled in the summer program beyond September 30, or beyond the date they resume school full-time, whichever occurs earlier. Allowable activities after September 30 include report and record preparation and submittal, completion of evaluations and assessments of worksite employers and the overall program or other elements of the summer program.

## **20 CFR Ch. V (4-1-11 Edition)**

### **§ 632.263 Administrative costs.**

Administrative costs for this subpart are limited to and shall not exceed 20 percent of the funds available.

## **PART 633—MIGRANT AND SEASONAL FARMWORKER PROGRAMS**

### **Subpart A—Introductory Provisions**

Sec.

633.102 Scope and purpose of title IV, section 402 programs.

633.103 Format for these regulations.

633.104 Definitions.

633.105 Allocation of funds.

633.106 Eligibility for allocable funds.

633.107 Eligibility for participation in section 402 programs.

### **Subpart B—Grant Planning and Application Procedures**

633.201 Grant planning and application procedures in general.

633.202 Announcement of State planning estimates and invitation to submit a grant application.

633.203 Review of funding request.

633.204 Responsibility review.

633.205 Notification of selection.

### **Subpart C—Program Design and Administrative Procedures**

633.301 General responsibilities.

633.302 Training activities and services.

633.303 Allowable costs.

633.304 Section 402 cost allocation.

633.305 General benefits and working conditions for program participants.

633.306 Retirement benefits.

633.307 Packages of benefits.

633.308 Non-federal status of participants.

633.309 Recordkeeping requirements.

633.310 Bonding.

633.311 Management information systems.

633.312 Grantees contracts and subgrants.

633.313 Administrative staff and personnel standards.

633.314 Reports required.

633.315 Replacement, corrective action, termination.

633.316 Closeout procedures.

633.317 Reallocation of funds.

633.318 Nondiscrimination and nonsectarian activities.

633.319 Lobbying, political activities and unionization.

633.320 Nepotism.

633.321 Performance standards for section 402 programs.

633.322 Sanctions for violation of the Act.